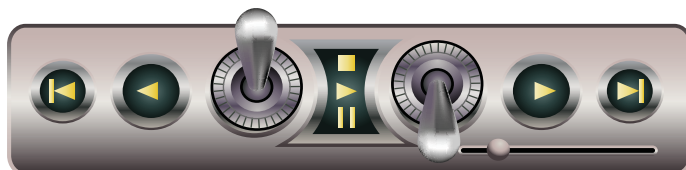


Flight Surgeon Refresher Course

Section 5: Aeromedical Fitness

Managing Health Records
(FSRC508)



MANAGING HEALTH RECORDS (HREC)

Introduction

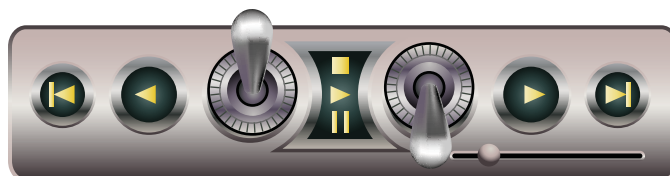
Maintaining records of all of your clinical interactions with air crewmembers is critical. The Health Records (HRECS) folder is the primary repository for tracking aircrew members' medical history, and contain personal medical information governed by the Health Insurance Portability and Accountability Act (HIPAA).

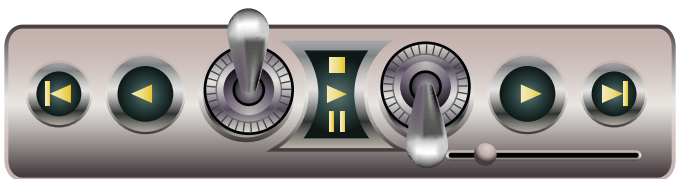
Depending upon your status as a Reserve Component or Active Component Flight Surgeon, you may have more or less assistance (or none at all) from trained records technicians. It is important that you are familiar with the rules and regulations governing the maintenance of the HREC.

You will be held accountable for your unit's HRECs during your ARMS inspections.

Objectives:

- a. Assist in management of HRECs
- b. Identify regulations governing the HRECS
- c. Define the HREC
- d. State responsible parties for maintaining the HREC
- e. Describe the proper filing of the HREC





What regulations govern the maintenance of the Health Record (HREC)?

- AR 40-66, Ch. 5 governs the creation, utilization, and maintenance of the HREC.
- AR 40-501, Ch. 6 and AR 600-105, Ch. 4 refer to the need to maintain the HREC. This means that you are responsible for the oversight of the HREC administration.

What is the purpose of the HREC (IAW AR 40-66, Ch. 5-1a&b)?

- It is a treatment and dental record that is permanent, continuous (longitudinal), complete, and concise.
- It provides medical/dental history that is used for patient care, medico legal support, research, education, and aid in determining: military: retention, utilization, physical fitness, eligibility for benefits, and mobilization.

Who is the custodian of the HREC?

- IAW AR 40-66, Ch 5-26, HRECs are filed at the respective servicing MTF or DTF.
- If the unit is remotely assigned, such that there is no servicing MTF or DTF, the unit's commander (or a representative) is the authorized custodian of the HRECs. (This includes most National Guard or US Army Reserve Units).

Who maintains the HREC?

- In the MTF/DTF, Patient Administration records clerks are responsible for filing the various medical forms IAW AR 40-66, Ch. 5-4 in an order that facilitates access to the medical information.
- If your unit is maintaining its own HRECs (remotely assigned or many Reserve Component units), it is essential that an appropriate clerk is designated on additional duty orders and has received appropriate training.

Flight Surgeon Tip:

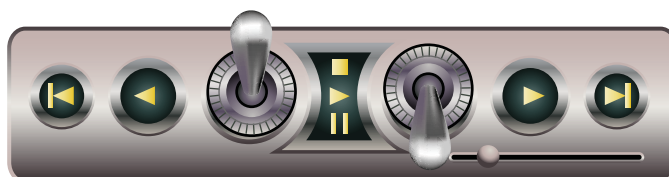
Every healthcare provider that comes in contact with patient over time is collectively responsible for ensuring the patient has a comprehensive longitudinal permanent record so that future healthcare providers can follow the medical care given.

Periodically, the Flight Surgeon should randomly review a respective number of aviation personnel HRECs to ensure the medical forms (particularly the aviation-specific forms) are properly maintained. Any deficiencies should be addressed with the appropriate personnel, noted for record and corrected.

The ARMS team will inspect and validate that the aviation-specific forms are properly maintained in the HRECs.

How is the HREC properly filed?

- Alphabetically or by terminal digit.
- The HREC must be filed in a designated single use location that is secure and limits access to unauthorized persons.



FS Tip:

Note that the 4186 should always be on TOP!
Note also that the 4 part jacket is different from the 2 part jacket in that the DA 4186 (and associated correspondences) is moved from the left side to Part II and that the profile forms are moved from the right side to Part III. AR 40-66 allows old DA4186 to be purged from the HREC.

Refer to AR 40-66 for specifics.

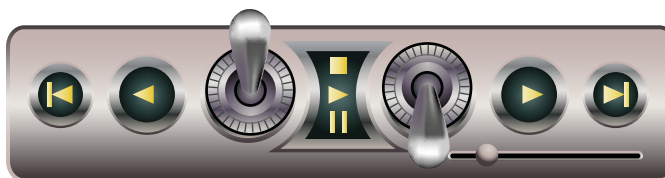
Where do forms go in the HREC (DA Form 3444—2-part folder, DA Form 8005—4-part folder)?

Two types of HREC folders, also called medical treatment jackets, exist. They are the:

- Two-part DA Form 3444. Will be used until current inventory is exhausted.
- Four-part DA Form 8005. Replaces the DA3444. The four parts are numbered from front to back I-IV.
- Forms are filed differently in each type of folder.
- Medical forms must be filed in their appropriate sections and in a specified sequential order IAW AR 40-66, Ch. 5-26. Refer to Chapter 5 if you have questions regarding a specific form.
- Keep all like forms together, with the most recently dated forms on top of the earlier dated forms.

	DA Form 3444 (2-Part)	DA Form 8005 (4-Part)	
DA 4186	Left-1	Part II-1	Aviation Specific
AMS	Left-2	Part II-2	Aviation Specific
USAAMA Waiver	Left-3a1	Part II-3a1	Aviation Specific
Waiver Authority	Left-3a2	Part II-3a2	Aviation Specific
C3 FS Memo	Left-3b1	Part II-3b1	Aviation Specific
C3 ACM Memo	Left-3b2	Part II-3b2	Aviation Specific
SF 546-557 (labs)	Left-4	Part I-1	Generic
SF 519 (x-ray)	Left-5	Part I-2	Generic
OF 520 (ECG)	Left-6	Part I-3	
SF 600 (progress note)	Right-1	Part II-4	Generic
SF 558 (ER visit)	Right-2	Part II-5	Generic
SF 513 (consult)	Right-3	Part II-6	Generic
DA 2161 (Civilian Consult)	Right-4	Part II-7	Generic
DA 199 (PEB)	Right-5	Part III-1	Generic
DA 3349 (Profile)	Right-6	Part III-2	Generic
DA 4497-R (FDHS)	Right-7	Part II-8	Aviation Specific
SF 2808/88 (physical)	Right-8	Part II-9	Generic
SF 2807/93 (history)	Right-9	Part II-10	Generic

This table lists the forms most often used by flight surgeons. The table describes where forms are to be placed for each respective folder and in which order for each section, with 1 being on top and higher numbers/letters filed below). This table is not comprehensive and is only intended as a quick reference.



Accessing HRECS

Two types of HREC folders, also called medical treatment jackets, exist:

- HRECs for flight personnel used to be filed separately from other active duty HRECs. This gave the unit flight surgeon easy access to the HRECs for deployment or for AC mishap purposes.
- Although filing flight status HRECs separately is no longer required, you still need to have easy access.
- The MTF custodian usually puts restrictions on getting into the HREC room, but you can work an SOP with the servicing MTF to have access to the HREC room (especially after hours) or a method by which MTF PAD technician can get you what you need when you need it.
- For Reserve Component Units, it is recommended that a formal memorandum of understanding (MOU) be established with any supporting records custodians.
- HRECs shall not accompany the soldiers on deployment.
- For the ARMS, you need to know who is responsible for filing HRECs and how it is filed.

Who has Access to the HREC?

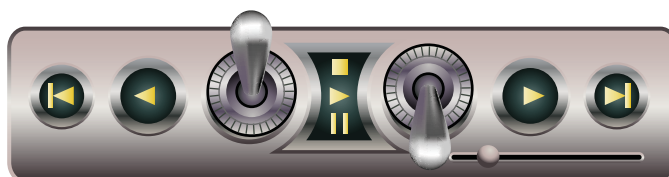
Medical personnel for the purpose of diagnosis, treatment, prevention, and research.

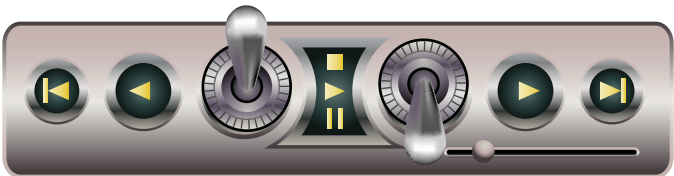
Military member may request copies of all records contained within his own HREC.

Inspectors for the purpose of conducting inspections or assistance visits.

Mortuary affairs.

Other non-medical personnel (Commander, Criminal investigation Division, etc.) may request specific information through formal records custodian (PAD, records clerk). Information will not be released without a solid justification. The custodian will determine what will be released and will release only the information required to achieve the requested task.





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